

DRAFT MINUTES

STATEWIDE INDEPENDENT LIVING COUNCIL

EXECUTIVE COMMITTEE

September 4, 2013

10 a.m. - Noon

20 Nobert Street, Warren, RI 02885

Phone: (401) 337-5888

Members Present: Rick Costa, Council Chair; Vincent DeJesus, Vice Chair; Margaret Molloy, NAC Chair; Jack Ringland, Secretary.

Absent: Liz Graves, State Plan Chair.

Staff Present: Camille Pansa, Administrator; Lisel Rockwood, Assistant to the Administrator.

Speaker Phone: Madeline Colon, Treasurer.

Interpreter: Carol Fay.

Meeting called to order at 10:08 a.m. A quorum was present.

1. Finance Committee report. Reviewed 2013 budget. It appears that the FY 2012 budget will finish on track and is in line with expenses.

2. Minutes of August 14, 2013: tabled.

3. Review September 2013 calendar:

September 4: Executive Committee, 10 a.m. to Noon.

September 11: NAC Committee, 10 a.m. to Noon.

September 18: NAC Sub-committee, 10 a.m. to Noon.

September 21: Rally for Recovery Event. 2 p.m. to 7 p.m.

September 23: Annual meeting at the Radisson. 12:15 p.m. to 3:30 p.m.

October 2: Executive Committee 10 a.m.

October 9: NAC Committee 10 a.m.

October 16: Finance Committee 12:30 p.m.

4. Annual Meeting September 23: The agenda was reviewed.

5. Chairperson Report: Rick Costa reviewed a list of committee and Council goals for FY 2014-16. List was distributed, read aloud, and discussed by sections. See attached.

6. Needs Assessment Committee report: Margie Molloy stated that the committee has adopted guidelines for meeting etiquette. A progress report on events attended this summer was made and the committee will begin to work on revisions to the Needs Assessment Survey.

7. State Plan Committee report: no report.

8. Old Business/new business/announcements: A request was received from the producer of Senior Journal on Public Access Television to interview a SILC member and appear on the program. Camille Pansa suggested that Rick Costa and Liz Graves represent the Council on the program.

Meeting adjourned at 11:56 a.m.

Jack Ringland

Secretary

Fellow Executive Committee Members, Camille, and Lisel

I have recently met with each of you as individuals and discussed some general goals and objectives of both the Council and individual committees. I would like to summarize our discussions which will enable us to move forward and progress in the same direction.

Needs Assessment Committee, Margie

Goals:

- 1. Revise needs assessment survey including promotional materials and accessibility. Collaborate with State Plan Committee. Example: Does the committee need to have measurable outcomes concerning nursing or youth transitioning?**
- 2. Devise and incorporate a standardized form concerning measurable outcomes for any events attended and surveys distributed. Again, collaborate with the State Plan Committee.**
- 3. Continue to participate or partner with consumer focused organizations, attend conferences and educational opportunities.**
- 4. Begin the process of designating a RISILC member to participate on the Governor's Commission on Disabilities (GCD) Legislative Committee.**

State Plan Committee, Liz

Goals:

- 1. Maintain the committee as a permanent committee and meet a minimum of 4 times yearly (quarterly).**

2. Develop monitoring and reporting strategies for the State Plan as introduced at SILC Congress.

Finance Committee, Maddy

Goals:

- 1. Cross train new recruits concerning all committee financial responsibilities.**
- 2. Maintain budgeted line items.**
- 3. Review Council's expense limits when attending conferences and events.**
- 4. Remember measured outcomes will force you to determine cost effectiveness.**
- 5. Establish policies for reimbursement and approval of Council members' expenses.**

Council

Goals

- 1. Re-establish the recruiting, orientation, training and mentoring program. I would ask the Executive committee to consider utilizing the Council's 2 vice chairs to co-chair a recruiting, orientation, training and mentoring committee.**
- 2. Committee goals:**
 - Train the trainers**
 - Re-establish the training program and develop a more individualized training**

- Train new recruits

3. I see this committee as an avenue to have the Council involved in the training in new recruits as well as freeing up valued staff hours.

If we can accomplish these goals along with our mandated State Plan goals and objectives we will have a year we will all be proud of accomplishing.

I look forward to discussing all these issues with you.

Thanks,

Rick